

Notification of Meeting

Dear [Recipient's Name],

We would like to invite you to a Subject Matter Expert (SME) meeting scheduled for:

Date: [Date]

Time: [Time]

Location: [Location/Platform]

The purpose of this meeting is to discuss [Brief Description of Agenda]. Your expertise and insights will be invaluable in this discussion.

Please confirm your attendance by [RSVP Deadline].

Thank you, and we look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]